

## **RESIDENT CARE ASSISTANT JOB DESCRIPTION**

**Employment Classification:** Hourly, Non-exempt

**Reports To:** Director of Nursing Services/LPN, RN Consultant, Administrator

### **Summary of Position:**

Responsible for providing direct resident care including daily bathing, dressing, personal hygiene assistance and medication reminding, set-up, and delivery to residents in accordance with Resident service Plans and as directed by Director of Nursing Services/LPN and nursing staff. Take and document resident vital signs as per Resident Service Plan. Assist residents to get ready for appointments. Report concerns regarding resident to Director of Nursing Services/LPN and Administrator. Provide appropriate documentation regarding residents in accordance with policies and procedures and DSHS regulations.

### **Qualifications:**

- Prefer experience and training providing direct care to residents within a boarding home setting
- Ability to read, write, speak and understand English
- Be a Registered Nursing Assistant (NAR) prior to employment
- Able to complete required DSHS 75 Hour Training and Home Care Aide Certification and other required trainings pertinent to position
- High School diploma or equivalent
- Acceptable references
- Team Player
- Able to work with a variety of individuals in a calm and patient manner
- Ability to relate positively, effectively and appropriately with residents, family members, staff members and visitors
- Self motivated with ability to prioritize projects and multi-task
- Ability to take and follow instructions
- Genuine interest in the needs of residents served
- Candidate must possess excellent organizational and communication skills
- Capable of running office equipment: fax machine, copier, and phone
- Ability to attend all required trainings and in-services as directed by Director of Nursing Services/LPN and Administrator
- Must meet all requirements established in Employee Handbook and Operating Policies and Procedures Manuals
- Must meet all requirements established by regulation that pertain to employees who work in a boarding home setting
- Ability to exercise excellent judgment regarding resident care
- Must possess excellent observation skills and ability to appropriately convey information to family members/representatives of residents

- Ability to provide excellent care and service to residents
- Ability to perform resident care tasks of bathing, dressing, hygiene assistance and medication reminding, set-up, and delivery in a professional and courteous manner with an emphasis on encouraging individual resident independence and promoting resident dignity
- Ability to effectively chart and complete reports within the scope of position
- Knowledge of Universal Precautions and infection control practices as related to a boarding home setting
- Physical requirements of position: standing, sitting, reaching above shoulders, bending/stooping, perform repetitive motions, and occasional lifting. In addition must be free of communicable disease and meet community policies and procedures regarding necessary physical health

**Duties:**

- Provide personal care to residents as per resident service plan in accordance with DSHS regulations and facility policies and procedures. This would include assistance daily with residents bathing, assistance with activities of daily living (dressing, shaving, brush teeth, etc.) and medication reminding/monitoring as specified in each resident's service plan in a manner that promotes resident dignity and encourages each resident at his/her highest level of independence
- Provide appropriate charting regarding resident care in resident record in accordance with policies and procedures
- Take, record and report vital signs and weights as specified in resident service plans and as directed by nursing staff
- Assist with medical emergencies, call 911, photo copy mar, resident's face sheet, social work form, send resident's M.D. a FYI of the incident and notify resident's family member
- Assist residents in preparing for appointments by ensuring personal care tasks are completed prior to appointments
- Assist residents with activities as specified
- Assist residents with meals as specified
- Participate in the development and implementation of resident service plans according to facility policies and procedures
- Organize, clean and sanitize work station daily.
- Monday (day may change) will audit each cart to re-order medications from appropriate pharmacy
- Tuesday (day may change) will audit all residents medications for the week and assist with sending physicians orders to appropriate pharmacy for update as residents return from doctor's appointments
- Maintain consistent attendance record to ensure proper resident care
- Give/receive report at beginning and end of each shift
- Promptly report concerns regarding resident care and changes in resident condition (mental and/or Physical) to DNS/LPN and/or Administrator

- Attend ongoing in-services and trainings as required by facility and DSHS requirements
- Be very familiar with location of and follow policies and procedures in Operating Policies and Procedures Manual including emergency procedures
- Promptly report and document incidents
- Be knowledgeable about all community policies and procedures in Operating Policies and Procedures Manual and Emergency Manual
- Be knowledgeable regarding resident rights and provide service in a manner that promotes resident rights and is respectful of resident choices
- Maintain confidentiality of resident and employee information
- Utilize office equipment (fax machine, copier and phone) to complete tasks specified
- Be familiar with disaster and fire plans as specified in policies and procedures manual Assist with building emergencies as instructed
- Provide moral support for all residents to help them adjust to their disabilities
- Promote resident mobility through use of proper transfer techniques
- Practice proper universal precautions and infection control procedures
- Promote safety at all times regarding performance of duties
- Support activity programs and encourage residents to be active in accordance with resident service plans
- Maintains the required continuing education hours in accordance with regulations governing position
- Assist with other duties and projects as assigned by Director of Nursing Services or Administrator.

**Other Requirements:**

Travel will be generally limited to running necessary facility errands as specified by Director of Nursing Services or Administrator and may be compensated by submitting a mileage report monthly.

**General Statement:**

It is understood that this job description may be expanded or modified in the future to accommodate facility and/or resident needs.

**Acknowledgement**

I have read this job description and fully understand the requirements of this position. I accept this position and agree to perform the identified functions in a manner that is consistent with the directives of the company and the person to whom I report.

Employee Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Witness

\_\_\_\_\_  
Date